



Attendance and Punctuality Policy

Statement of Intent

Werneth School is committed to the continuous raising of achievement of all students. Regular attendance is critical if students are to be successful and benefit from the opportunities presented to them.

Good attendance is fundamental to a successful and fulfilling school experience and the school actively promotes 100% attendance for all students, using a variety of rewards to promote good attendance and punctuality.

Why Regular Attendance is so important:

Any absence disrupts the pattern of a student's education, disrupts teaching routines and will have an adverse effect on the learning of others. The school offers a broad and balanced curriculum and to facilitate this, many academic topics may not be re-visited.

Before permitting any absence, we urge Parents/Carers to carefully consider the negative implications of any missed learning opportunities.

The academic year consists of 195 days of which 5 are Staff Inset/Training days with students not being required to attend on these days. Students who attend for the full 190 days will achieve 100% attendance for the academic year and are highly likely to achieve best grades for their ability, enabling them to continue their studies and raise their earning potential in the world of work.

Promoting Regular Attendance:

At Werneth School our aim is for all students to achieve at least 95% attendance and above. Helping to create a pattern of regular attendance is everyone's responsibility. It is not only the responsibility of Parents/Carers, it is also the responsibility of the student and has the support of all members of the school staff.

To help us all to focus on this we will:

- give details of attendance in our regular Headteacher's blogs and student updates
- report to Parents/Carers on their child's performance in school, giving their attendance percentage and punctuality details and how this relates to their attainments;
- celebrate good attendance by displaying individual and group achievements;
- reward good or improving attendance through class competitions, certificates and outings/events;
- work with students, Parents/Carers and the appropriate agencies to provide mutual advice and support to those who give low priority to attendance and punctuality;

Understanding types of absence:

Every half-day absence from school has to be classified by the school (not by Parents/Carers), as either **AUTHORISED** or **UNAUTHORISED**. It is a legal requirement that Morning and Afternoon Registers are taken each day.

Authorised absences include mornings or afternoons absent from school for a valid reason such as illness, **urgent** medical/dental appointments or other emergencies.

All non-urgent medical or routine dental appointments should be arranged outside of the school day or during the holiday periods.

If students are required to leave early or be absent from lessons for an urgent appointment, please either write a signed explanation in their planner or telephone/email the school.

To enable the appointment to be authorised Parents/Carers should also provide a copy of the medical appointment letter or dental appointment card.

NB: Students who have been permitted to leave during the school day must sign out at the School Office. Students will be given an official pass to produce to the local Police and Stockport School Age Plus Workers if requested.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave of absence' has been approved. This type of absence may be subject to Penalty Notices or legal proceedings issued by the Local Authority.

Unauthorised absences include:

- truancy during the school day
- absences which have no proper explanation
- persistent absence due to illness that has no supporting medical evidence
- students who arrive late to lesson after the registers have closed
- absence from school to undertake shopping, look after other children or celebrate birthdays
- Parents/Carers keeping children off school unnecessarily
- day trips or holidays taken during term time
- excessive absence due to medical/dental appointments without good reason

Whilst a student may be absent from school because they are unwell, they may sometimes be reluctant to attend for a variety of other reasons. If Parents/Carers have any concerns, they may contact the Pastoral Team for guidance and support.

If Parents/Carers condone an absence without a valid reason this may give the impression that a student's attendance at school is not significant and may often make issues more difficult to resolve.

Persistent Absence:

A student becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason.

We monitor all absence thoroughly. Any student who reaches the Persistent Absence percentage or is at risk of moving towards that mark is given priority. Parents are informed by the school's pastoral team.

Persistent Absent students are tracked and monitored carefully by our pastoral team and we combine this with academic mentoring and learning intervention where absence affects attainment.

All our Persistent Absent students are subject to an action plan which may include the allocation of additional resources. This may include support through the Team Around the Child process, the allocation of a mentor or a worker from Stockport Family. (Appendix 1)

Absence Procedures:

Werneth School is committed to promoting the health and welfare of all students and endeavours to manage absences fairly and consistently, with the aim of supporting students through periods of illness.

If a student is absent from school, Parents/Carers should:

- contact school as soon as possible or by 9.30am on the first day of absence by telephone on 494 1222 choosing the relevant option or email to the Attendance Officer melanie.lewis@wernethschool.com
- consider sending any supporting medical evidence to the school if the absence is likely to continue; maintain contact with the school every other day to discuss the absence and the likely date of return to school;

It is a Parents'/Carers responsibility to contact the school to advise staff of any student absence to support the safeguarding and welfare of all students.

If a student is absent we will:

- text or email Parents/Carers on the first day of absence, if we have not received a reason for absence;
- invite Parents/Carers into the school to discuss the situation with their Year Inclusion Manager or Year Achievement Manager if the absence persists;
- notify parents by email or letter when their child's attendance falls below certain parameters and where necessary refer the matter to Stockport Family

Telephone numbers:

To comply with Health and Safety guidelines it is important that we have up to date contact details of all students.

There are a variety of reasons that the school may need to contact parents, including ill health, school emergencies or to discuss unexplained absences.

To confirm with Parents/Carers the reason for a student's absence, the school will generally telephone the first contact number listed on the student's record.

Monitoring and Evaluation:

A whole school attendance target is set each Autumn term to ensure statutory compliance with legislation governing school attendance. This is monitored by the Local Authority and the Department for Education.

The Attendance Officer will usually make contact by text and/or email on the first day of absence where no reason has been given to the school for the student's absence. She will also monitor attendance daily and inform pastoral staff where there may be a cause for concern.

In the event of no response being received for the absence, a letter will be sent home after three days. If no response is received the absence will be recorded as unauthorised.

School monitors attendance to all lessons. If a student does not arrive at a lesson and was marked present in their previous lesson Patrol will be called to investigate the matter. Police and parents may be informed after 15 minutes if there is a concern that the student is missing.

Regular meetings are held within the team and with Stockport Family to ensure that monitoring is carried out of individual student's attendance. A 'Red, Amber, Green' system (RAG) is used throughout our monitoring process so any change in a student's attendance may be easily identified and intervention is recorded.

Parents/Carers of a student with an attendance percentage of below **97%** will receive an email from school to inform them of this.

Student attendance will continue to be monitored and if attendance falls to below **95%** a letter of concern (L1) will be sent home.

If, at the next attendance check, a student's attendance is **92%** and there is no improvement, a further letter of concern (L2) will be sent home and the parent/carer invited to attend a meeting at school to discuss their concerns. At this stage the school may ask for medical evidence to be provided before authorising any further absences.

At **90%** the school may make a referral to the School Age Plus Worker if the absence persists and parents have been informed.

Once a formal referral is made by School to the Stockport Family, no further absence will be authorised without medical evidence being provided. 90% attendance indicates that one school day has been missed per fortnight.

Failure to comply with the expectations set by the Stockport Family may result in further action, an application for an Education Penalty Notice (EPN), or court prosecution.

Whole school attendance, persistent absence and punctuality is monitored by the Assistant Headteacher. Statistics are interrogated each half term, analysis is made according to specific groups e.g. gender, year group, Pupil Premium (PP) and Special Educational Needs (SEN). This will be reported to Governors, Senior Leadership Team and the pastoral team on a regular basis. These findings inform strategies and action to be taken by each year group to improve attendance and punctuality. (Appendix 1)

Responsibilities:

All staff parents and carers have a responsibility to make attendance a high priority and to convey to the students the importance of good attendance. Roles and responsibilities are documented. (Appendix 2)

Parental information about 'How good is your child's attendance' is available on the website. (Appendix 3)

Rewards:

Where a student has very good attendance over the term this will be recognised in praise assemblies receive a certificate recognising this attendance.

Where their attendance is outstanding (100%) they will receive a certificate and a letter to their parents congratulating them on this achievement.

Year and form attendance and punctuality rates are acknowledged each fortnight in assembly and in the student bulletin.

Punctuality:

How we manage lateness:

The school day starts at **8.45am** and we expect students to be in class at that time.

All registers must be completed by **8.50am**.

At **9.30am** each morning the registers will be closed. The school is only permitted to keep the registers open due to extreme local transport issues or severe weather conditions. In accordance with regulations, students arriving after that time will receive a mark that shows them to be on the school premises, but this will **not** count as a present mark and will be recorded as an unauthorised absence. This may mean that parents could face the possibility of a Penalty Notice if the problem persists.

If students arrive late to school they are required to register at reception in order to confirm their presence in the event of a Fire or other emergency.

Please note that sanctions may be imposed if a student fails to sign in as this contravenes the school Health and Safety Policy.

A text message will be sent to the parents of any student who arrives late to school. If a student arrives late to school on two occasions in a week a detention will be issued by their form tutor. A late report must be issued to students who are late more than three times in a fortnight.

Werneth School has a staged approach towards improving punctuality. This is evident in the lates procedures. (Appendix 4)

Parents/Carers may approach the school at any time if students are having problems getting to school on time.

Leave of Absence during Term Time:

Please be aware that Leave of Absence for holidays taken during term time will not be authorised unless the school considers there to be exceptional circumstances, surrounding the application.

There is **no** automatic entitlement in law to time off during the school term to go on holiday.

After illness, the taking holidays in term time is the single largest cause of absence from schools in England. At Werneth School we believe that holidays in term time are undesirable because of the impact on our students' education and we encourage parents always to take family holidays in the school holidays.

Research has shown that there is a clear link between levels of attendance and levels of achievement and that, the more a student misses school, the lower their levels of achievement are likely to be.

Taking holidays in term time has a disruptive effect upon students learning and progress and it is often difficult for students to catch up with work that has been missed. It may also suggest to some students that their education is not an important priority.

The Education (Pupil Registration) (England) Regulations 2006 and accompanying guidance published by the Government makes it clear that parents do not have a right to have time off school for holidays. The Regulations state that schools do have discretion to allow up to 10 days

absence during a school year for a family holiday if they believe that there are special circumstances which warrant it.

School policy is as follows:

- If Parents/Carers wish to request permission for leave of absence during term time we advise you to read the guidance 'Holidays in term time' and complete and return a holiday request form at least four weeks before the start date of the proposed holiday (Appendix 5a & 5b)
- Any request will be considered in the light of special or exceptional circumstances, the child's attendance record, the calendar for tests and examinations, and the general profile of your child in school
- It is likely to be refused whatever the circumstances if attendance is below 95%
- If approval is given for an absence of five days or more, no further requests for any reason will be granted for the remainder of the academic year
- Holidays taken without permission may lead to fixed penalty fines of up to £120 per parent for each student being issued by the Local Authority

STOCKPORT FAMILY:

Attendance Records for all students are regularly reviewed by the Young Peoples Workers on behalf of the Stockport Family.

Unauthorised and persistent absence, including late arrival to school, may lead to a referral to the School Age Plus Workers for action or an Education Penalty Notice and possible prosecution. As a matter of course our pastoral team will often speak to students collectively and individually to discuss the value of regular attendance at school.

Penalty Notices:

From February 2005, Stockport Metropolitan Borough Council introduced Penalty Notices for each person with parental responsibility.

On receipt of the Penalty Notice, the penalty will be £120, reduced to £60 if paid within 28 days. Failure to pay the penalty in full by the end of the 42 day period may result in prosecution by the Local Authority.

With the exception of unauthorised holidays taken in term time, parents may be sent a formal warning of their liability to receive such a notice before it is issued.

Children Missing Education:

All possible contact will be made via email, text, home visit to establish the whereabouts of a student. No student will be removed from the School Roll without consultation between the Headteacher and Stockport Family. Where a student is missing from education the Local Authority guidance should be followed.

Summary:

The school has a legal duty to regularly publish annual absence figures and to promote positive attendance. Equally, Parents/Carers have a duty to make sure that their child attends school regularly.

The Governors and staff of Werneth School are wholly committed to working with parents and students to ensure that the highest possible level of attendance is achieved.

Appendix 1

Strategies used to improve attendance and punctuality:

- Daily text/email to parents/carers of absent and/or late students
- Raise the profile of attendance in school via assemblies, leaflets, information evenings, plasma screen, newsletters and displays
- Dedicated email address and mobile phone to Year Inclusion Managers
- Home visits made by Year Inclusion Managers and the Attendance Officer
- Family briefing (Thurs) and pastoral briefings (Fri) to raise staff awareness of attendance issues
- Parental interview
- Truancy sweeps
- Attendance Tracker 92% -87%
- Learning Mentor 1:1, circle time, lunch club, counselling,
- Free bus passes
- Effective KS2/3 transition re attendance issues
- Rewards 100% attendance, form, family and individual student awards
- Praise assemblies
- Truancy sweep and truancy and/or late report
- Accurate monitoring of the SIMS system at registration and throughout the day
- RAG attendance monitoring
- Proactive ladder of intervention 97% -95%- 92% informing parents of their child's attendance.
 - 97% - Email
 - 95% - Letter of concern L1
 - 92% - Letter of concern L2
 - 90% - Referral to Stockport Family where appropriate
- Target intervention to a specific group e.g. FSM/PP
- Half term letter to parent re: punctuality and attendance
- Regular meetings at different levels with Stockport Family.
- Persistent Absence action plans
- Education Penalty Notices (for unauthorised absences or lates after 9.30am)
- Attendance and punctuality panel meetings within the community (designated to a specific group)
- Referrals to Stockport Family
- Parent contract meetings
- Parents evenings within the community
- Personalised timetables work related schemes and initiatives
- Reintegration to school via Restart and Learning Mentors
- Review attendance policy - unauthorised holidays in term time
- Referral to support agencies
- Common Assessment Framework and Team Around the Child process
- Detention (lates)
- Stockport Family Team meetings

Appendix 2

Responsibilities:

Attendance Officer will:

- activate and monitor SIMS and Intouch and ensure that all registers are taken accurately and that truancy is detected quickly;
- ensure that parents are notified when their child's attendance reaches certain parameters;
- follow up unaccounted absences by letter and notify Year Inclusion Manager and Form tutor;
- develop systems to detect truancy and a list of targeted students;
- work with Year Inclusion Managers by providing data of individual student's attendance including those at risk of moving towards persistent absence;
- provide weekly data for Assistant Headteacher meetings as part of monitoring school's attendance figures;
- use different forms of data to monitor half termly attendance for the whole school and specific groups of students;

Year Inclusion Manager will:

- agrees a course of action with Form Tutor to address any attendance concerns
- monitor attendance and initiate Letter 1 and Letter 2 where appropriate
- holds regular meetings with TTA and the Attendance Officer around attendance concerns
- monitor punctuality and develop strategies to improve the punctuality rates of their family.
- develops strategies to address concerns about individual student's attendance as a result of information provided by the Attendance Officer. (Appendix 1)
- focus on vulnerable students and develop **action plans** and set targets for priority absentees (PA) (students with less than 90% attendance)
- where appropriate, makes referral to external agencies to provide support for the student and family. Strategies commonly used are home visits, parental meetings, TAC meetings
- ensures that all suspected truancy is followed up and dealt with appropriately in line with School Policy.
- co-ordinate attendance rewards and events for individuals and forms

Form Tutor will:

- ensure that students are registered accurately;
- hold learning conversations with all students especially where attendance and punctuality is becoming a concern;
- liaise with the Year Inclusion Manager regarding any attendance and punctuality issues e.g. patterns of irregular attendance;
- monitor late reports and ensure that consequences for regular lateness are issued 2x late per week = detention;
- request attendance data from the Attendance Officer for students in their form in order to support accurate monitoring;
- inform the Attendance Officer of any change in student details and of any known absences;
- complete a pink slip after a student has been absent for 3 days. The Attendance Officer will initiate a standard letter home;

Assistant Headteacher Inclusion will:

- monitor and initiate whole school policy for attendance and punctuality.
- raise the profile of good attendance and punctuality throughout the school community
- liaise closely with pastoral staff within the Quality Assurance framework
- liaise with Stockport Family – action plan and set school targets
- monitor the completion of registers
- analyse and interrogate attendance and punctuality data and lead intervention strategies
- compile, disseminate and review termly and for annual statistics DfE returns and report these to the SLT and Governors

Year Achievement Managers will:

- develop tracking systems to link attainment to attendance
- interrogate data provided and developing strategies to improve attendance
- checking the accuracy of family registers and ensure that attendance as a focus for the family staff
- meet regularly with their Year Inclusion Manager to discuss and identify students to receive an Education Penalty Notice, be referred to Stockport Family and our Attendance Panel

Subject staff will:

- contact the Attendance Officer/Patrol if a student was marked present in the previous lesson and has not arrived at their lesson within the first 10 minutes; (important safeguarding issue)
- monitor the attendance of students in their classes and regularly discuss attendance of individuals and classes with their Head of Department;
- liaise with form tutors regarding attendance and punctuality issues of any students of whom they have concerns;
- inform the Attendance Officer and all staff of any planned activity which will result in students being absent from class;
- welcome students who have been absent and support them with strategies to catch up missed work;

Heads of Department will:

- monitor the attendance and punctuality of students to lessons in their curriculum area;

Parent/Carer will:

- ensure that their child attends school and arrives on time properly equipped
- provide school with up to date personal information
- notify by phone or email school on the first day of their child's absence.
- avoid taking holidays during term time
- provide a note in advance of a medical, dental appointment or other appointments
- provide a note or sign student planner when their child returns from absence due to illness

Students will:

- attend school and be aware of their attendance statistics
- attend school and lessons on time
- ensure that they receive a register mark, if late after 9.05a.m, the student must report to Student Services and collect a 'Late to school slip'
- bring a signed note to school after any absence and pass to their form tutor

**....RAISING ATTENDANCE
....RAISING ACHIEVEMENT**

HOW GOOD IS YOUR CHILD'S ATTENDANCE?

A* Gold	<p>Your child's attendance is above 97% They are absent less than six days in the school year They <i>are highly likely</i> to achieve the best grades for their ability, enabling them to continue their studies and raise their earning potential in the world of work</p>
Green	<p>Your child's attendance is 93 - 97% They are absent less than 10 days in the school year They <i>will probably</i> achieve grades that will allow them to continue their studies and raise their earning potential in the world of work</p>
Amber	<p>Your child's attendance is 90 - 92% They are missing up to 20 days in each school year – a full month! This amount of absence will make progress more difficult and reduce their level of success</p>
Red	<p>Your child's attendance is 90% This means they are absent up to 40 days in each school year – EIGHT WEEKS!! Missing this much time will make it extremely difficult for them to keep up in lessons and make progress</p>
Red Attendance Alert	<p>Your child's attendance is below 85% YOU NEED TO TAKE ACTION NOW! This amount of absence will seriously affect their earning potential and life chances. As a parent you may face court action!</p>

Your child's future is important.
 Help us to help them by reinforcing that Every Lesson Counts!

....RAISING ATTENDANCERAISING ACHIEVEMENT

Appendix 4

Lates Procedures

Procedures and Action taken

Daily

- Late boards are monitored daily and immediate detentions issued to students where appropriate. (*Year Inclusion Manager*)
- Text parents of students who are late

Weekly

- Late data to be presented to all form tutors on Thursday briefing (*Attendance Officer*). Detention to be issued if 2 'lates' a week (*Form tutor*)
- Create House and form punctuality league tables (*JHU/Attendance Officer*)
- Assist Year Inclusion Managers in identifying trends of individual poor punctuality (*JHU*)

Half term

- Late letters are sent to parents of students whose punctuality is poor (*Year Inclusion Managers*)
- Panel Meetings (*JHU*)
- Graphs and analysis produced for pastoral team (*Attendance Officer/Assistant Headteacher Inclusion*)
- Reports prepared for QA purposes (*Year Inclusion Manager*)

Term

- Termly late statistics to tutor team (*Attendance Officer/Year Inclusion Manager*)
- Rewards to families and individual forms for good punctuality at Praise Assemblies.
- Regular rewards are awarded in assembly (*JHU /Attendance Officer*)
- Punctuality statistics to Governors Standards Committee

Attendance Officer will:

Consequence of poor punctuality

Stage 1

Form tutors will:

- monitor registers and issue a detention for 2 'lates' per week (if no valid reason or note received)
- issue and monitor 'late' reports to students, inform parents and feedback to Year Inclusion Manager (3 lates in a fortnight)
- phone home/interview/and/or send letter informing parents of poor punctuality
- hold regular learning conversations with student whose punctuality is a growing concern
- communicate with family team and seek advice about those students who consistently miss form period and assembly

Stage 2 - 10 lates

Year Inclusion Managers will:

- monitor late boards and liaise with Attendance Officer
- immediate break detention issued to persistent offenders
- interview students who have been on 'late' report to form tutor
- monitor a second late report and track students for a period of 4 weeks
- initiate punctuality tracker groups
- arrange a parental interview and initiate punctuality action plans (PAPs). (reviewed regularly)
- use a 'meet and greet' strategy where appropriate
- refer student to group work– re Attendance tracker
- meet with School Age Plus Workers and discuss Education Penalty Notices
- send out half termly letters to parents
- Organise lates panel meetings to be held with JHU /YIM and Attendance Officer

Year Achievement Managers will:

- monitor strategies to support punctuality
- ensure a presence in form rooms during registration
- ensure punctuality and attendance is high profile in assembly and family meetings
- discuss intervention with Year Inclusion Managers if students are persistently late – Parent contract meetings
- support further parental interviews
- monitor the use of punctuality action plans (PAPs)
- discuss issues of punctuality with students at learning intervention meetings

Assistant Headteacher Inclusion will:

- support and initiate strategies to improve punctuality
- analyse data and feedback to pastoral team

Strategies to support punctuality

- Form tutor support/conversation
- Phone calls home
- Rewards
- Detentions
- Family points awarded on report
- Late report
- Parental meetings
- Punctuality action plans (PAPs)
- Attendance/punctuality tracker – Learning Mentors/Year Inclusion Managers
- Stockport Family referral
- Education Penalty Notice
- Parent contract meetings
- Attendance leaflet sent home
- Assemblies
- Form rewards
- 'Meet and greet'
- Attendance Officer will create league tables for families and forms
- Learning intervention meetings

Appendix 5a

Date

Dear Parent/Carer

Requests for Leave of Absence during Term Time

I am writing to advise you that Leave of Absence for holidays taken during term time will **NOT** be authorised unless the school considers there to be exceptional circumstances surrounding the application.

Missing school for any reason is likely to deprive a child of educational opportunities and hamper their progress at school. Although we acknowledge that parents may sometimes prefer to take holidays outside of school holidays this has to be balanced against the effect on pupils' progress at school.

The Education (Pupil Registration) (England) Regulations 2006 and accompanying guidance published by the Government makes it clear that parents do not have a right to have time off school for holidays. The Regulations state that schools do have discretion to allow up to 10 days absence during a school year for a family holiday if they believe that there are special circumstances which warrant it.

The guidance makes it clear that holidays which are taken for the following reasons should not be authorised:

- Availability of cheap holidays
- Availability of the desired accommodation
- Poor weather experienced in school holiday periods; and
- Overlap with beginning or end of term.

In addition, when considering any request schools are also obliged to take into account factors relating to the individual pupil and their educational needs, including their general absence/attendance record, the proximity of SATs or GCSEs and their ability to catch up with missed work.

The effect of this guidance the government expects it to be extremely unusual for holidays in term time to be permitted by schools, and in accordance with this guidance I can confirm that requests for holiday leave will only be granted if the school is satisfied that special circumstances apply, and that the child's educational progress or will not be unduly affected.

All requests for holiday leave should be made in writing to the Attendance Officer at least 4 weeks before the proposed start date.

Parents or carers wishing to request permission for a holiday should complete and submit a Leave of Absence request to the Attendance Officer at least 4 weeks prior to the proposed start date of the holiday.

Both the school and the Local Authority take the issue of school attendance very seriously and parents should be aware that where holidays are taken during term time without permission they may be issued with Education Penalty Notice fines of £60 (rising to £120) per parent per child by the Local Authority.

Yours faithfully

Appendix 5b

Leave of Absence Request Form

Please be aware that leave of absence for holidays taken during term time will NOT be authorised unless the school considers there to be exceptional circumstances surrounding the application.

This form should be completed and submitted to [insert details] within [four weeks] of the start of the proposed leave of absence. Separate forms should be completed for each child if more than one. Parents and carers are reminded that term time holidays taken without permission may result in the issuing of fixed penalty fines by the Local Authority of up to £120 per parent per child.

Name of child:	
Form:	
Name of parent:	
Address:	
Telephone number:	
Start date of proposed leave of absence:	
End date of proposed leave of absence:	
Reasons for request:	

Signed _____

Dated _____

For school use only

% Attendance	No of previous holidays	No of days to be authorised	No of days not to be authorised	Reasons for not authorising

Policy	Date modified	Date of approval	Review date	Governor Committee	Responsibility
Attendance and Punctuality	March 2017	March 2017	March 2018	Resources	JDE

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